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MEMORANDUM FOR: Deputy Director (Support)
ATTENTION: Special Planning Assistant
SUBJECT: Semi-Annual Report to the President's Board of
Consultants on Foreign Intelligence Activities.

In response to your request for a narrative statement covering the activities of this Staff for the period of 1 November 1956 to 1 May 1957, we are submitting the following for inclusion ~~in the subject report~~:

1. The Records Management Staff has now succeeded in establishing 90% of all Headquarters Records Disposition Schedules for records retirement to the Records Center, destruction or retention. (Completion will be made on 1 July 1957.)

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During the period 1 November 1956 to 1 May 1957, records retired to the Inactive Records Center totaled 6,908 cubic feet; this is ^a28% step-up over the previous six months. This six months' accomplishment adds to the previous accumulation starting in 1951, making a grand total of 44,825 cubic feet of records retired to the Inactive Records Center. If this amount of records were held in office space at Headquarters, the Agency would have had to invest \$1,972,256.00. in safe

filing equipment. The 6 months period referred to above avoided ~~a~~ equipment expenditure of approximately 304,000.00.

~~SECRET~~

O&M activities
During the 6 month period completed studies totaled 250. Of these 174

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There were 250 studies conducted. The most rewarding were: (1) Management Survey of the Acquisitions Branch, CIA Library; (2) Management Survey of CIA Watch Office; (3) Survey of Procedures for Deprocessing Separating Agency Employees; (4) Study of Feasibility of Using Electronic Computer in Supply Division; (5) Study of Use of Unvouchered Funds; (6) Study of Office of Security Ceiling Requirement for New Building; (7) Study of Processing Clandestine Information Reports; (8) Study of Procedures for Routing and Dispatches in DD/P; (9) Study of the Work Backlog in Records Integration (FI/DD/P); (10) Study of Distribution of Sensitive Cables in DD/P; (11) Assistance to Consultants in Analyzing Library Operations; (12) Study of ORR Reorganization; (13) Survey of Administrative Staffs of All DD/I Offices; (14) Analysis of Agency Overtime Practices; (15) Analysis of Agency Ceiling and On Duty Trends.

*174 minor T.O.s
39 major T.O.s
37 miscellaneous studies
250*

*were minor T.O.s
39 major T.O.s and
37 miscellaneous
substantiated studies, these*

*last group
resulted in better improved
organizational structures, simplified
procedures, work simplification
and utilization of mechanical
aids etc*

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